

CIA INTERNAL USE ONLY

MINIMAL AWARDS MEETING 29 May 1961

CIA INTERNAL USE ONLY

Approved For Release 2000/09/08 : CIA-RDP80-00832A000300040007-3

SUGG. NO. 61-406 dated 24 March 1961

STATINTL

[REDACTED] GS-12, Finance Officer
WH, DD/P

- Summary : Suggester proposed that up-to-date ICA Post Reports be added to appropriate Division Files, to Central Processing Branch, and also that enough copies be obtained for each assignee's personal use.
- Action Taken : As a result of this suggestion, 47 Post Reports, not previously in the Library collection, are being requested from State and ICA.
- Award : \$25.00 Award based on Intangible Benefits (Slight-Local)

SUGG. NO. 61-418: dated 6 April 1961

STATINTL

[REDACTED] GS-11 Commo Specialist
OC, DD/S

- Summary : Suggester proposed that instructions for Insufflation (Rescue Breathing) be made available on an Agency-wide basis.
- Action Taken : The Agency Recreation Newsletter will print an article about Insufflation and will include a squib telling readers where they may obtain information.
- Award : Certificate of Appreciation

* * * * *

SUGG. NO. 61-130: dated 12 September 1960

STATINTL

[REDACTED] GS-9 Dupty Security Officer
OC, DD/S

- Summary : Suggester proposed that Form 111 be chemically treated so that the use of carbon paper is unnecessary.
- Action Taken : Office of Commo states that when the present 10-month supply is depleted, the new form will be prepared on WCR paper.
- Award : Certificate of Appreciation

* * * * *

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Summary and Recommendation for the Chairman

29 May 1961

STATINTL

SUGGESTION NO. 61-406: dated 24 March 1961
[REDACTED], GS-12, Finance Officer
WH, DD/P

A. Summary of Suggestion

Suggester proposed that up-to-date ICA Post Reports be added to appropriate Division files, to Central Processing Branch, and also that enough copies be obtained for each assignee's own retention.

The ICA reports present a clearer picture of a Post than the State Post Report, are more up-to-date and informative.

B. Summary of Evaluation

The CIA Library reports that as a result of this suggestion, 47 Post Reports, not previously in the collection, are being requested from State and ICA. Also, the Library will advise the Support Chiefs, at an early meeting, of the availability of the up-to-date collection of State Department and ICA Post Reports.

The SSA/DDG will make the information available to the DD/P Support Chiefs and the Office of Personnel Central Processing Branch will also have accession lists for them. The degree of benefit, as estimated by the CIA Librarian is Slight-Local -- the other advantages are self-evident.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (Slight-Local)

D. Decision of the Chairman

STATINTL

[REDACTED]

Twenty-five dollars

Award

Chairman
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

29 May 1961

STATINTL

SUGGESTION NO. 61-418: dated 6 April 1961

[REDACTED], Jr., GS-11, Commo Specialist
OC, DD/S

A. Summary of Suggestion

Suggester proposed that instructions for Insufflation (Rescue Breathing) be duplicated on 2½" x 3½" cards and made available on an Agency-wide basis to all persons associated with electrical equipment, or whose duties may require, at some time, rescue breathing.

B. Summary of Evaluation

The Agency's Recreation Newsletter will print an article about Insufflation and will include a squib telling readers where they may obtain these cards.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL

[REDACTED] *Certificate*
Chairman *29 May 61* Award
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Summary and Recommendation for the Chairman

29
26 MAY 1961

STATINTL

SUGGESTION NO. F61-130: dated 12 September 1960
[REDACTED] GS-9, Deputy Security Officer
[REDACTED] OC, DD/S

A. Summary of Suggestion

Suggester proposed that Form 111, (Reports of Registered Cryptographic Material) be chemically treated so that the use of carbon paper is unnecessary.

Under the former system, as many as four pieces of carbon paper were used for each transfer or destruction of registered cryptographic material.

B. Summary of Evaluation

The primary user of Form 111, Office of Communications, states that when the present ten-month supply is depleted, the new form will be prepared on NCR (No Carbon Required) paper.

Though there will not be any Tangible Savings, the revised form will be more convenient to use.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL

[REDACTED] _____
Chairman
Suggestion Awards Committee

Certificate
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY ~~XXXXX~~ CHAIRMAN

MINIMAL AWARD CASES

9 March 1961

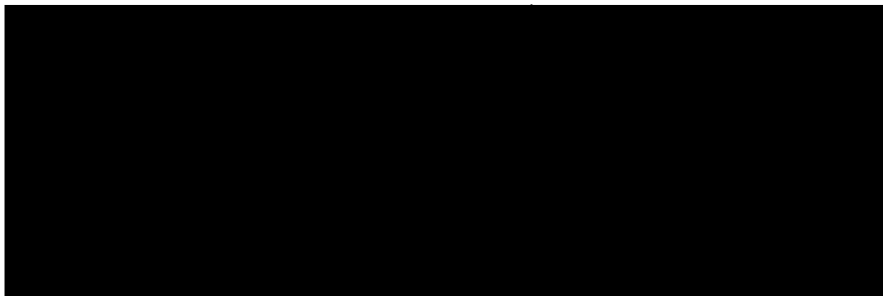
STATINTL

SUGG. NO. 59-502: dated 20 May 1959
~~XXXXX~~, GS-14, Special Asst. to Director
OC, DD/S

Summary : Suggester proposed methods for reducing cable RELAY traffic. He was awarded a Letter of Appreciation in January, 1960. In July, 1960, suggester submitted a rebuttal informing the Committee that his suggestion had been misunderstood. He pointed toward the lack of information as to the world-wide network method of transmission and rerouting. He recommended a different method for the "info" addressee to answer cables.

STATINTL

Action Taken :



Award : Certificate of Appreciation.

STATINTL

SUGG. NO. 60-154: dated 23 September 1959
~~XXXXX~~, GS-12, Instructor
OTR, DD/S

Summary : Suggester proposed that Suggestion Awards' contributors, who have submitted ideas on a variety of unrelated subjects, be brought to the attention of the PP Staff so that their imaginative thinking can be utilized.

Action Taken : This suggestion was instrumental in the establishment of the Clandestine Services Suggestion Operations Program. It was an outstanding "talking point" for the Suggestion Awards Staff when the formal program now under-way in the DD/P was initiated.

Award : Certificate of Appreciation.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

STATINTL

SUGG. NO. 61-182: dated 21 October 1960

[REDACTED], GS-13, Chief, GAB
[REDACTED] GS-11, Illustrator
NPIC, DD/I

- Summary : Suggester proposed that the stereomicroscope be raised $1\frac{1}{2}$ " to 2" and tilted approximately 25° to bring the eyepiece to a line-of-sight position.
- Action Taken : This modification will reduce operator-fatigue in the Graphical Analysis Branch of NPIC. These microscopes are used in GAB and Defense Department.
- Award : Certificate of Appreciation.

STATINTL

SUGG NO. 61-232: dated 1 December 1960

61-234: [REDACTED], GS-13, Analyst
NPIC, DD/I

- Summary : 1. Suggester proposed that the Wild Stereomicroscope be modified to hold the 5" x 8" stereogram flat on the microscope stage. When the photographs are held as flat as possible, the microscope need not be refocused each time the stage is moved. Permanent magnets will hold the photographs flat but will readily permit them to be moved so that each new section can be scanned.
2. Suggester also proposed that a small, adjustable magnifying glass be mounted over the top of the micrometer so that more accurate readings can be made. This magnifying glass will permit greater reading speed, reduce errors and will be invaluable to the analyst who must wear eyeglasses.
- Action Taken : Part One of the suggestion points out a deficiency in the Wild Stereomicroscope. The spring clasps provided to hold stereograms flat are unsatisfactory under numerous operating conditions. NPIC technical personnel are currently working with the manufacturer to develop the modification as suggested.
- Part Two of the suggestion has been adopted by the NPIC Technical Development Board and the suggested changes will be relatively inexpensive.
- Award : \$25.00 Award granted.

STATINTL SUGG. NO. F61-273 dated 28 November 1960
[REDACTED] (GS-12 level) Motor Vehicle
EE, DD/P Officer

Summary : Suggester proposed the use of an anti-theft switch to be installed on all official Agency vehicles. When the switch is activated, all instruments and lights operate, the engine turns over, but will not start.

Action Taken : An article issued by the Director of Logistics for the next Support Bulletin, advises all field stations that this anti-theft device is considered to be in the best interest of the Government.

Award : Certificate of Appreciation.

STATINTL SUGG. NO. 61-282: dated 11 January 1961
[REDACTED] GS-7, Voucher Examiner
Compt., DD/S

Summary : Suggester proposed the use of rubber stamps for recording the miscellaneous obligation number, allotment number and object class number on 10,000 vouchers and 10,000 abstracts, which are audited in Fiscal Branch each year. These stamps will eliminate manually writing 23 digits on each abstract and each voucher; will reduce the number of errors in transcription and will make the information more readable.

Action Taken : The adoption of this suggestion in Fiscal Branch saves approximately 115 manhours per year, makes entries more legible and reduces errors in transcription. It will be publicised within the Comptroller's Office upon receipt of award notification.

Award : \$25.00 Award granted.

STATINTL SUGG. NO. 61-304: dated 30 January 1961
[REDACTED] GS-15, Chief, Signal Center
OC, DD/S

Summary : Suggester proposed the use of magnetic tape in Signal Center message processing. This implies the development of a family of magnetically activated equipment.

Action Taken : The Executive Officer, OC, states, "At the present time, the OC engineers estimate that four or five years are required to conclude a program of this scope. In view of the fact that the suggestion is not original, but does represent commendable stimulation of the idea, it is recommended that the suggestion be awarded.

Award : Certificate of Appreciation.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

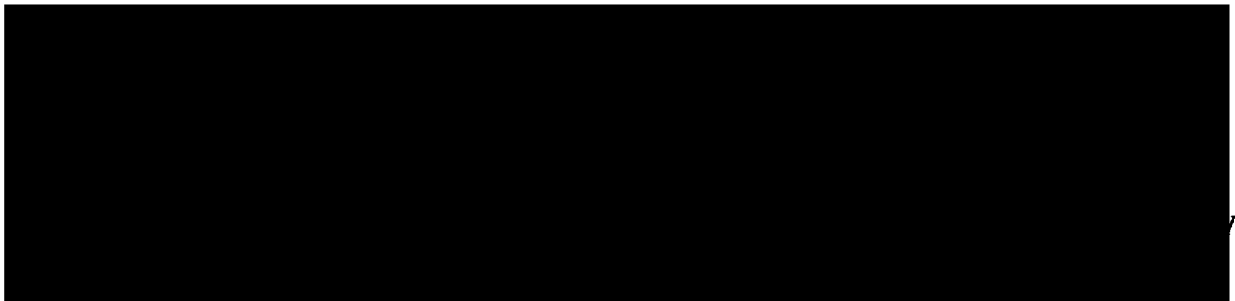
STATINTL SUGGESTION NO. 59-502: dated 20 May 1959
[REDACTED], GS-14, Special Asst. to Director
OC, DD/S

A. Summary of Suggestion

1. Suggester originally proposed methods for reducing cable RELAY traffic. As a result the Cable Handbook was revised to clarify the purpose and definition of Book and Multiple Addressee cables. The suggester was awarded a Letter of Appreciation, signed by the Chairman, in January, 1960.
2. The suggester wrote the Committee, in July 1960, and with the rebuttal that the suggestion had apparently not been understood, he pointed toward the definite lack of information in the Agency as to the world-wide network method of transmission and rerouting. He merely recommended a different method for the "info" addressee to answer cables and contended that if changes were made in the system, it could only be under authority of the DDP.

B. Summary of Evaluation

STATINTL



The Executive Officer, OC, states, "It is virtually impossible to appraise the relative merits which may result in a reduction of the Headquarters Signal Center's workload during the next several months. The OC communications system is in the midst of extensive changes in method of operation. The equipment and procedural changes should reduce the world-wide signal center's workload (although not necessarily the group count)."

C. Recommendation of the Executive Secretary


1. Not in line-of-duty.
2. Certificate of Appreciation.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUGGESTION NO. 59-502 (continued)

D. Decision of the Chairman

STATINTL

 ^{b1} *Certificate*

Award
Chairman,
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

STATINTL SUGGESTION NO. 60-154: dated 23 September 1959
[REDACTED], GS-12, Instructor
OTR, DD/S

A. Summary of Suggestion

Suggester proposed that Suggestion Awards' contributors, who have submitted ideas on a variety of unrelated subjects, be brought to the attention of the PP Staff so that their talent for imaginative and projected thinking can be utilized.

B. Summary of Evaluation

This suggestion was instrumental in the establishment of the Clandestine Services Suggestion Operations Program. The Suggestion Awards Staff had this operational "contest" approach in mind for several years prior to the submission of the suggestion, however this suggestion was an outstanding "talking point" to initiate the formal program which is now underway in the DD/P.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL

[REDACTED] *March 61 Certificate*

Chairman
Suggestion Awards Committee

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

SUGGESTION NO. 61-182: dated 21 October 1960

STATINTL

PIC, DD/I

[REDACTED], GS-13, Chief, GAB

[REDACTED] GS-11, Illustrator

A. Summary of Suggestion

When using the stereomicroscope (or microscope) the equipment rests flat on a table so that the user must bend over to look into the eyepiece.

The suggesters proposed that the stereomicroscope be raised 1½" to 2" and tilted approximately 25° by placing it on a stand. This will bring the eyepiece to the position of the line-of-sight.

The advantage is that the user sits in an upright (and less fatiguing) position requiring less movement of the upper body for note taking or drawing.

B. Summary of Evaluation

This suggestion will reduce operator-fatigue in the Graphical Analysis Branch of PIC. These microscopes are used in GAB and Defense Department.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$20.00 Award based on Intangible Benefits (Slight-Limited) to be equally shared by the suggesters.
3. Send to Defense Department for their possible use.

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman

Suggestion Awards Committee

*Handi' 61
Certificate*

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 March 1961

STATINTL

SUGGESTION NO. 61-232: dated 1 December 1960
[REDACTED], GS-13, Analyst
PIC, DD/I

A. Summary of Suggestion

Suggester proposed that the Wild Stereomicroscope be modified to provide a way to hold the 5" x 8" stereogram flat on the microscope stage. A thin metal plate (with proper opening) can be fitted over the top of the microscope stage and each instrument can be furnished with felt-based magnets which would be placed directly on the stereogram or on a thin glass plate to hold the stereogram flat.

One of the major advantages of the Wild Stereomicroscope is the ease with which the microscope stage can be moved for scanning large sections of photographs. When the photographs are held as flat as possible, the microscope need not be refocused each time the stage is moved. The permanent magnets will hold the photographs flat and yet will readily permit them to be moved so that each new section can be scanned.

B. Summary of Evaluation

This suggestion points out a deficiency in the Wild Stereomicroscope. The spring clasps provided to hold stereograms flat are unsatisfactory under numerous operating conditions.

The PIC Technical Board recommended this suggestion for adoption, and Technical personnel are currently working with the manufacturer to develop the modification as suggested.

C. Recommendation of the Executive Secretary

1. Not in line of duty
2. *evaluation judged with #61-234*
~~\$15.00 Award based on the Intangible Benefits (Slight Limited)~~
3. Send to the Defense Department for their possible use.

D. Decision of the Chairman

STATINTL

[REDACTED]

see 61-234

Award

Chairman

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

SUGGESTION NO. 61-234: dated 1 December 1961

STATINTL

[REDACTED] GS-13, Analyst
PIC, DD/I

A. Summary of Suggestion

Suggester proposed that a small, adjustable magnifying glass be mounted over the top of the micrometer on the Wild Stereomicroscope, so that more accurate readings can be made. The following advantages will result:

1. Fewer errors will be made in reading the micrometer figures.
2. Greater reading speed will be possible.
3. The magnifying glass will be especially valuable to the Analyst who must wear eye glasses, but prefers to remove them when using the microscope.

B. Summary of Evaluation

This suggestion, which is only applicable to PIC and Defense Department equivalents, has been adopted by the PIC Technical Development Board. The suggested changes will be relatively inexpensive and will provide the advantages stated in the suggestion.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. *Evaluation judged together with 61-232*
~~\$10.00 Award based on the Intangible Benefits (Slight Limited)~~
3. Send to Defense Department for their possible use. *as Intangible Benefit (Slight limited)*

D. Decision of the Chairman

STATINTL

[REDACTED] *61 twenty-five dollars*

Chairman
Suggestion Awards Committee

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

STATINTL

SUGGESTION NO. F 61-273: dated 28 November 1960

EE, DD/P

(GS-12 level)

Motor Vehicle Officer

A. Summary of Suggestion

Suggester proposed the use of an antitheft switch to be installed on all official agency vehicles. The switch consists of a toggle switch, a wire from the toggle switch to the coil and a wire from the distributor to the coil. When activated, all instruments and lights operate, the engine turns over, but will not start.

STATINTL

This device was installed on official vehicles, not equipped with starting locks, in the [REDACTED] Area. During the past 23 months, ten known thefts have been prevented and possibly a good many which are not known.

B. Summary of Evaluation

An article was issued by the Director of Logistics for the next Support Bulletin, advising all field stations that this antitheft device is considered to be in the best interest of the Government.

The Chairman, Internal Panel, OL, states, "This device has a disadvantage in that a person with reasonable mechanical understanding can locate the switch or extra wire to the coil. While not infallible, it has been tested by Highway Branch and proven to be satisfactory. It is inexpensive, easy to install and provides additional vehicle protection.

"Theft of vehicles is not a serious Agency problem. During the past five years, only thirteen vehicles were reported stolen, one was recovered and one was insured; all thirteen were Field vehicles. Although actual savings cannot be determined, the suggestion has merit and the employee's thought and effort should be recognized."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL

Appr

Suggestion Awards Committee

A-RDP80-00832A000300040007-3

Award

March 61
Certificate

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

SUGGESTION NO. 61-282: dated 11 January 1961

STATINTL

[REDACTED] GS-7, Voucher Examiner
COMPT., DD/S

A. Summary of Suggestion

Suggester proposed the use of rubber stamps for recording the miscellaneous obligation number, allotment number and object class number on the 10,000 vouchers and 10,000 abstracts which are audited in the Fiscal Branch each year.

These stamps will eliminate manually writing 23 digits on each abstract and each voucher; will reduce the number of errors in transcription, and will make the information more readable.

B. Summary of Evaluation

This suggestion has been adopted in Fiscal Branch. The suggestion saves approximately 115 manhours per year, makes the entries more legible for future use by the Automatic Data Processing Division and reduces the errors in transcription. This suggestion will be publicized within the Comptroller's Office upon receipt of award notification.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

2. \$15.00 Award based on the Tangible Scale (\$300.) plus \$10 for Intangible Benefits.

D. Decision of the Chairman

STATINTL

[REDACTED]
Chairman
Suggestion Awards Committee

chick
Fifteen dollars plus
for intangible
benefits
total twenty five
dollars
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

9 March 1961

SUGGESTION NO. 61-304: dated 30 January 1961

STATINTL

[REDACTED] GS-15, Chief, Signal Center
OC, DD/S

A. Summary of Suggestion

Suggester proposed the use of magnetic tape in Signal Center message processing. This implies the development of a family of magnetically activated equipment. The following advantages will result:

1. Since magnetic tape is reusable, tape procurement and disposal will be eliminated.
2. Fewer moving parts.
3. Practically noiseless operation.
4. Smaller and lighter equipment.
5. Less power required with higher transmission speeds.
6. Higher reproduction speeds.

B. Summary of Evaluation

The Executive Officer, OC, states, "At the present time, the OC Engineers estimate that four or five years are required to conclude a program as envisioned in this suggestion. There is always the possibility that another aspect of our planning program may forge ahead and supersede magnetic tape. In view of the fact that the suggestion is not original, but does represent commendable stimulation of the idea, it is recommended that the suggester be given a Certificate of Appreciation."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman

Suggestion Awards Committee

61
Certificate
Award

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SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

3 May 1961

SUGG. NO. 61-377: dated 9 March 1961

STATINTL

Summary

Action Taken

Award

: Certificate of Appreciation

* * * * *

SUGG. NO. 61-319: dated 9 February 1961

STATINTL

WE, DD/P

GS-13, Intelligence Officer

Summary

: Suggester proposed that the Records Center and the Library Microfilm Unit be instructed to staple a "transmittal slip" on manila envelopes instead of printing requestor's name across the center of the envelope.

Action Taken

: Records Center and the Library Microfilm Unit will take steps to conserve manila envelopes.

Award

: Certificate of Appreciation

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STATINTL

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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 61-319: dated 9 February 1961

STATINTL

[REDACTED] GS-13, Intell Officer
WE, DD/P

3 May 1961

A. Summary of Suggestion

Suggester proposed that the Records Center and the Library Microfilm Unit be instructed to staple a "transmittal slip" (Form 241) to manila envelopes instead of printing requestor's name across the center of the envelope. This procedure will save numerous manila envelopes.

B. Summary of Evaluation

As a result of this suggestion, Records Center, in an effort to conserve manila envelopes states that whenever possible, the "Multi-Purpose" envelopes will be used.

The Library/Microfilm Unit reports that they will now address envelopes at one end, so that further use may be made of the envelope.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

Certificate

Award